



Department of Planning and Zoning
 225 S Emerson Avenue
 Greenwood, IN 46143
 (317) 881-8698
 (317) 887-5616 fax

RESIDENTIAL
ADDITION
REMODEL

BUILDING PERMIT REQUIREMENTS

Work must be started within 90 days of issuance of the Building Permit.
 Permit is good for 2 years from the issuance date.

APPLYING FOR THE BUILDING PERMIT <i>The following must be received for review prior to issuance of a building permit.</i> <i>There is a 3-day review period.</i>		
Plot Plan/Mortgage Survey	Draw location and dimensions of building.	
Construction Plans	1 set, including truss drawings and foundation plans	
Application	Must include a contact name and phone number, as well as the cost of the project.	
Fees Paid (Check or Cash Only)	Addition	\$50 base fee plus \$0.05 per square foot of addition
		Structural: \$25
		Electrical: \$25
	Remodel	Plumbing: \$25
		Mechanical: \$25
		Combination of any of the above, maximum \$50

INSPECTIONS <i>The permit holder is required to call in for all applicable inspections. FAILURE TO OBTAIN ALL APPLICABLE INSPECTIONS COULD RESULT IN A ZONING VIOLATION.</i> <i>Call the Planning Office at (317) 881-8698. 24 Hours notice is required.</i>	
Footing	Must be open trench.
Slab	Plumbing installed before covering. Electric installed before covering.
Rough-Ins	ALL INSTALLED FOR VIEWING BEFORE DRYWALL Heating/Cooling Plumbing Electric Framing
Final	Finished product